Online On duty/Time-Loss System

Users Manual

Steps for applying OD/TimeLoss :-

Homepage



Application of Od / TimeLoss.

On the Home page click on the link under Apply New – "Od /TimeLoss Module" for applying new od/timeloss.

	CRS FERTILISER COOPERAT WORKFLOW APPLICATIONS /elcome Santoshkumar Vishnubhai Thakor	TVE LIMITED			Home Page
On Duty Pers. No 700854 Grade U8	Name Santoshkumar Vishnubhai Thakor Desig, IFFCO Trainee	Dept. MAINTENANCE Section MECH.SERVICES	Unit Kalol Work Unit Kalol	Mobile 9067713097 Email jtripathi@iffco.in	
 Instructions Please select the Relevant On/TI Select the date it will show the P * Indicates mandatory fields 					
OD/Time Loss*	 ق				
From Time* To Time* Reason*					
Workflow operations.	e as Draft				

Select OD/TimeLoss Type.

	CFLOW APPLICATIONS Intoshkumar Vishnubhai Thakor				Home Pag
Pers, No 700854 Grade U8	Name Santoshkumar Vishnubhai Thakor Desig, IFFC0 Trainee	Dept. MAINTENANCE Section MECH.SERVICES	unit Kalol Work Unit Kalol	Mobile 9067713097 Email jtripathi@iffco.in	
Instructions Please select the Relevant On Duty Type Select the date it will show the History of Pun indicates mandatory fields	ch time in panel.				
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Date* ONDUTY FORGOT IN-PUNCH FORGOT OUT-PUNCH FORGOT CARD					
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Reason*					

Select shift code in case of shift code is not available from table.

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On Duty Pers. No 700854 Grade U8	Name Santoshkumar Vishnubhai Thakor Desig. IFFC0 Trainee	Dept. MAINTENANCE Section MECH.SERVICES	Unit Kalol Work Unit Kalol	Mobile 9067713097 Email jtripathi@iffco.in	
Instructions Please select the Relevant On Duty Type Select the date it will show the History of Pu * indicates mandatory fields OD/Time Loss* ONDUTY	Time In Time Out	1			
Date* 26/02/2016 Shift Code* 6 * From Time* 6 * To Time* 8 8	6 07.58 17.14				
Reason* C H S2 Workflow operations.					

After filling all the details select on the radio button Click to select authority or other Authority. A dropdown of authorities will be opened. Select the authority whom to send the application and press submit button.

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On Duty Pers. No. 700854 Grade U8	Name Santoshkumar Yishnubhai Thakor Desig. IFFC0 Trainee	Dept. MAINTENANCE Section MECH.SERVICES	Unit Kalol Work Unit Kalol	Mobile 9067713097 Email jtripathi@iffco.in	
Instructions Please select the Relevant on Duty Type Select the date it will show the History of Punch time * Indicates mandatory fields	e in panel.	AVIL KUMAR AVIL M PIMPLE			
0D/Time Loss* 0NDUTY * Date* 26/02/2016 @ Shift Code* 6 •	Time In Time Out 07.58 17.14	N B PANDYA DR. J B NAYI S I CHAUDHARY H J BARATYA V D PATEL MRS. DEHAVNA GARG			
From Time ⁴ 07.00 To Time ⁴ 07.57 Reason [*] any reason		A K SHARMA J P SINGH V J MISTRY H P PATEL VIPIN RAWAT S K SINGH HARL SINGH	P SINGH		
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Confirmation message along with the sequence number of Od / TimeLoss application is displayed

IND		TILISER COOP LOW APPLICATION oshkumar Vishnubhai T	S	/E LIMITE	D	_		Work over the Concern Home Page Logour
On Duty	Pers. No 700854 Grade U8 Type New Status Applied	Name Santoshkum Vishnubhai T Desig, IFFCO Traine Doc No 219 Pending With				Unit Kalol Work Unit Kalol	Mobile 9067713097 Email jtripathi@iffco.in	
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OD/T	ime Loss* ONDUTY Date* 26/02/2016		Time In	Time Out		ial No ->219 has been applied		
Fn	hift code* G om Time* 07.00 To Time* 07.57 Reason* any reason ched Time 07.58-17.14 OD_/TimeLoss History D)7,58	17.14	Ok		J	
Workflow operat		er Authority		T	Submit With	draw Application		

Recommendation / Sanction of Od / TimeLoss :- The recommendation and sanctioning can be done in two ways.

1. By Opening the application and recommending / Sanctioning it from the email link.

2. By Logging into the application from EIS and clicking on the Link "Recommend / Sanction Od / TimeLoss "

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ocuments per	nding for recommend / s	anction								
Instructio										
Please clip	ck on Applicant Personal No	to open a docume	nt.							
Applicant PNo.	Name	Document SNo.	Date	Type of OD/TimeLoss	From Time	To Time	Actual Punched Time	Application Type	Status	
00854	Santoshkumar Vishn	219	09/05/2016	ONDUTY	07.00	07.57	07.58-17.14	New	Applied	۸. ۱
00854	Santoshkumar Vishn	216	09/05/2016	ONDUTY	07.02	07.58	07.59-17.13	New	Applied	
00854	Santoshkumar Vishn	211	29/04/2016	ONDUTY	07.22	17.25		Revised	Applied	
	Santoshkumar Vishn	206	29/04/2016	ONDUTY	07.15	08.01	08.02-17.12	New	Applied	
00854		1.1	29/04/2016	ONDUTY	07.00	07.52	07.57-17.12	New	Applied	
00854 00854	Santoshkumar Vishn	205	25/04/2010							

On duty History detail

Welcome S D D	evchakke					or de la			Home Page
Duty Pers. No 700854 Name Grade U8 Desig.	SANTOSHKUMA VISHNUBHAI TH IFFCO Trainee	R IAKOR <u>s</u>		MAINTENAI MECH.SERV		Unit Work Unit		1	
	Doc No 219 ng With S D DEV	CHAKKE		Sanction Approval Ch					
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 Select the date it will show the History of Punch time in panel. 	700854	29/4/2016		G	07.05	17.10			
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	700854	13/4/2016	Т	G	07.00	07.57			
OD/Time Loss* ONDUTY	700854	2/3/2016	0	G	07.20	17.20			
Date* 26/02/2016	700854	1/3/2016	0	G	07.00	07.56			
Shift Code* G	700854	19/2/2016	0	G	07.00	07.58			
From Time* 07.00	700854	17/2/2016	т	G	07.00	07.58			
To Time* 07.57	700854	16/2/2016	т	G	07.20	07.59			
Reason* any reason	700854	3/2/2016	0	G	07.00	07.58			
Actual Punched Time 07.58-17.14	700854	28/1/2016	0	G	08.22	11.45	social work at ahmedabad		
OD/TimeLoss History Detail	700854	13/1/2016	0	G	07.20	07.52	Andread and the concentration of the second s	-	
orkflow operations.		D in Calanc		ar : 12					

Confirmation message along with the sequence number of Od / TimeLoss - On duty application is displayed

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Se bay	Pers, No. 200854 Grade UR Type New Skalas Approved	Name SANTONINGHAR USHIMUMAA THAKON Desig. IFFO Tokine Doc.No. 239	Dept. HAINTENANCE Section HOOLSERVICES Sanction By Approval Chain	Undit Kalod Work Undit Kalod	Hubble 9967733997 Email Pripathiofficula	
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Actual Pane Modeline operation			<u>fa</u>			

OD/Time Loss Type (TimeLoss)

WO	FERTILISER COOPERATI DRKFLOW APPLICATIONS e Santoshkumar Vishnubhai Thakor	VE LIMITED			Withy source by Cose
he buty Pers. No 700854 Grade U8	Name Santoshkumar Vishnubhai Thakor Desig, IFFCO Trainee	Dept. MAINTENANCE Section MECH./SERVICES	Unit Kalol Work Unit Kalol	Nobile 9067713097 Email jtripathi⊜iffcoJn	
Instructions Please select the Relevant On Duty Type Select the date it will show the History of it windkates mandatory fields					
OD/Time Loss* TIME LOSS Date* 23/02/2016 Shift Code* G T	Time In Time Out 08.00 17.15				
From Time* To Time* Reason* any reason	07.00 07.59				
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Recommendation / Sanction of Od / TimeLoss (TimeLoss)

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		Welcome	S D Devchakke							Home Page
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Applicant PNo.	Name	Document SNo.	Date	Type of OD/TimeLoss	From Time	To Time	Actual Punched Time	Application Type	Status	
	Santoshkumar Vishn	220	09/05/2016	TIME LOSS	07.00	07,59	08.00-17.15	New	Applied	A
700854	Suncosinkunnur visininin			a state of the second	07.02	07,58	07,59-17,13	New	Applied	
700854 700854	Santoshkumar Vishn	216	09/05/2016	ONDUTY	07.02	07150	0/10/ 1/110		Applica	
an line			09/05/2016 29/04/2016		07.02	17.25	0107 1113	Revised	Applied	
700854	Santoshkumar Vishn	211		ONDUTY	a de la companya de l		08.02-17.12			
700854 700854	Santoshkumar Vishn Santoshkumar Vishn	211 206	29/04/2016	ONDUTY	07.22	17.25		Revised	Applied	

Time Loss History detail

INDIAN FARMERS FERTILISER C WORKFLOW APPLIC Welcome S D Devch	ATIONS	ATIVE LI	MITED					With same by Coper Home Page 1 Logo
Type New Doc Status Applied Pending W	No 220 /ith SDDEVCI	IAKKE	pt. MAINTENA ion MECH.SER\ Sanctior Approval Cl	/ICES	Unit H Work Unit H		067713097 ripathi@iffco.in	
Instructions Please select the Relevant On Duty Type Select the date it will show the History of Punch time in panel.		Date	Early Going Hours	Lost Hours	i Late Coming Hours	Actual Punched Time		
 * Indicates mandatory fields OD/Time Loss* TIME LOSS Date* 23/02/2016 Shift Code* 6 From Time* 07.00 To Time* 07.59 Reason* any reason Actual Punched Time 08.00-17.15 OD/TimeLoss History Detail 	700854	28/1/2016		2.22	0	8.01-8.21 , 8.32-9.35 , 11.46-17.12		
Workflow operations.	No. of Tim	ie Loss in Ca	alander Year	:1				

Approval History of OD/TimeLoss Type (Onduty,TimeLoss)

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Name	Personal No	Document SNo	Date	Type of OD/TimeLoss	From Time	To Time	Actual Punched Time	Application Type	Original Doc No	Status	Pending With	Recommend By	Sanction By	Reject By	
ANTOSHKUMAR	700854	220	9/5/2016	TIME LOSS	07.00	07.59	08.00-17.15	New		Approved			S D DEVCHAKKE		-
ANTOSHKUMAR	700854	219	9/5/2016	ONDUTY	07.00	07.57	07.58-17.14	New		Approved			S D DEVCHAKKE		-
ANTOSHKUMAR	700854	210	29/4/2016	OD INTIMATION	07.20	17.25		Cancellation		Accepted			S D DEVCHAKKE		- Docume
ANTOSHKUMAR	700854	209	29/4/2016	OD INTIMATION	07.10	17.25		Cancellation		Accepted			S D DEVCHAKKE		- Docume
	700854	207	29/4/2016	ONDUTY	07,20	07.52	07.53-17.11	New		Accepted			S D DEVCHAKKE		- Docume

Acceptance History of OD/TimeLoss Type (Onduty,TimeLoss)

		WORKF	LOW APF elcome J P	-	IONS			_					Home	olly owner
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t of I	Requisition	ns Pending f	or Acce	eptano	ce									
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SNo	Date	Type of OD/TimeLoss	From Time	To Time	Actual Punched Time	Personal No	Name	Unit	Department	Type I	Recommend By	Sanction By	Status	
220	23/2/2016	TIME LOSS	7	7.59	08.00-17.15	700854	SANTOSHKUMAR VIS	Kalol	MAINTENANCE	New		S D DEVCHAKKE	Approved	Å
219	26/2/2016	ONDUTY	7	7.57	07.58-17.14	700854	SANTOSHKUMAR VIS	Kalol	MAINTENANCE	New		S D DEVCHAKKE	Approved	
	1/1/2016	ONDUTY	7.5	8	08.01-17.10	104046	K RAVEENDRAN	Kalol	I.T. SERVICES	New		HASMUKH P PATEL	Approved	
215	1/5/2016	OD INTIMATION	7.1	17.2		109940	HARISH SAINI	Kalol	I.T. SERVICES	New		HASMUKH P PATEL	Approved	
23.04		OD INTIMATION	7.2	17.2		700854	SANTOSHKUMAR VIS	Kalol	MAINTENANCE	New		S D DEVCHAKKE	Approved	
215 212 202	30/4/2016	OD INTIPATION												

On duty Accept select Requisition.

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	Requisitio	ns Pending fo	or Acce	eptano	e.								
SNo	Date	Type of OD/TimeLoss	From Time	To Time	Actual Punched Time	Personal No	Name	Unit	Department	Type Recomn By	end Sanction By	Status	
220	23/2/2016	TIME LOSS	7	7.59	08.00-17.15	700854	SANTOSHKUMAR VIS	Kalol	MAINTENANCE	New	S D DEVCHAKKE	Approved	*
	23/2/2016 26/2/2016	TIME LOSS ONDUTY	7 7	7.59 7.57			SANTOSHKUMAR VIS Santoshkumar vis		MAINTENANCE	New New	S D DEVCHAKKE S D DEVCHAKKE	Approved Approved	Å
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219	26/2/2016	ONDUTY	7 7 7.5 7.1	7.57	07.58-17.14 08.01-17.10	700854	SANTOSHKUMAR VIS	Kalol	MAINTENANCE	New	S D DEVCHAKKE	Approved	A
219 215	26/2/2016 1/1/2016	onduty onduty		7.57 8	07.58-17.14 08.01-17.10	700854 104046 109940	SANTOSHKUMAR VIS K raveendran	Kalol Kalol Kalol	MAINTENANCE I.T. SERVICES	New	S D DEVCHAKKE Hasmukh p Patel	Approved Approved	

Time - loss Reject selected Requisition.

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220	23/2/2016	TIME LOSS	7	7.59	08.00-17.15	700854	SANTOSHKUMAR VIS	Kalol	MAINTENANCE	New		S D DEVCHAKKE	*
215	1/1/2016	ONDUTY	7.5	8	08.01-17.10	104046	K RAVEENDRAN	Kalol	I.T. SERVICES	New		HASMUKH P PATEL	
212	1/5/2016	OD INTIMATION	7.1	17.2		109940	HARISH SAINI	Kalol	I.T. SERVICES	New		HASMUKH P PATEL	
	30/4/2016	OD INTIMATION	7.2	17.2		700854	SANTOSHKUMAR VIS	Kalol	MAINTENANCE	New		S D DEVCHAKKE	
202		FORGOT CARD	17.14	20.3	8.07-17.13	109940	HARISH SAINI	Kalol	I.T. SERVICES	New		HASMUKH P PATEL	
202 61	1/3/2016												- 1

On Duty - Change Status to Draft mode.

IND		RTILISER COOPERATIV	'E LIMITED			THE CONTRACT
	Welcome S	antoshkumar Vishnubhai Thakor				Home Page 📕 Logout
On Duty	Pers. No 700854 Grade U8 Type New Status Returned	Name SANTOSHKUMAR VISHNUBHAI THAKOR Desig, IFFOO Trainee Doc No 220	Dept. MAINTENANCE Section MECH.SERVICES Sanction By SD D Approval Chain SD D	Unit Kalol Work Unit Kalol EVCHAKKE,Ch. Mgr.(Mech) at (Mobile 9067713097 Email jtripathi@iffco.in 09-05-2016 12:49:56 pm	
	ONS Elect the Relevant On Duty Type he date it will show the History of Pur	rch time in panel.				
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	To Time* 07.59 Reason* any reason					
	ched Time 08.00-17.15 OD/TimeLoss Histor	y Detail				
Workflow operat	ions. Change Status to Draft Mode					

OD/TimeLoss Type - OD Intimation

WO	ERTILISER COOPERATT RKFLOW APPLICATIONS : Santoshkumar Vishnubhai Thakor	VE LIMITED			Home Page Logon
On Duty Pers. No 700854 Grade U8	Name Santoshkumar Vishnubhai Thakor Desig, IFFCO Trainee	Dept. MAINTENANCE Section MECH.SERVICES	Unit Kalol Work Unit Kalol	Nobile 9067713097 Email jtripathi⊜iffco.in	
Instructions Please select the Relevant On Duty Type Select the date it will show the History of I * indicates mandatory fields	Punch time in panel.				
OD/Time Loss* OD INTIMATION Date* 10/05/2016	Time In Time Out				
Shift Code* G * From Time* To Time* Reason* any reason	07.00 17.10				
Workflow operations.	x S D Devchakke • Other Authority	[Save as Draft Submi	t.	

Recommendation / Sanction of Od / TimeLoss (OD Intimation)

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		Welcome	5 D Devchakke							Home I	Page
ocuments per	nding for recommend / s	anction									
Instructio											
Please cli	ck on Applicant Personal No	to open a docume	nt.								_
	Name	Document	Date	Type of OD/TimeLoss	From Timo	To Time	Actual Punched	Application			
Applicant PNo.	name	SNo.	Date	Type of OD/ TimeLoss	rion inne	TOTIME	Time	Application Type	Status		
	Santoshkumar Vishn	SNo.	10/05/2016		07.00	17.10			Status		
PNo.		SNo. 225		OD INTIMATION				Туре			*
PNo. 700854	Santoshkumar Vishn	SNo. 225 222	10/05/2016	OD INTIMATION ONDUTY	07.00	17.10		Type New	Applied		*
PNo. 700854 700854	Santoshkumar Vishn Santoshkumar Vishn	SNo. 225 222 216	10/05/2016 09/05/2016	OD INTIMATION ONDUTY ONDUTY	07.00 07.20	17.10 17.20	Time	Type New Revised	Applied Applied		*
PNo. 700854 700854 700854	Santoshkumar Vishn Santoshkumar Vishn Santoshkumar Vishn	SNo. 225 222 216 211	10/05/2016 09/05/2016 09/05/2016	ONDUTY ONDUTY ONDUTY	07.00 07.20 07.02	17.10 17.20 07.58	Time	Type New Revised New	Applied Applied Applied		*

Od Intimation History detail

WORKFLOW APPL Welcome S D Dev									Home Pa	ge 📕 Log
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nstructions	Applicant OD/T	meLoss History D	etail						8	_
Please select the Relevant On Duty Type	Personal No	OD Date	OD Type	Shift Code	From Time	To Time	Reason			
Select the date it will show the History of Punch time in panel.	700854	29/4/2016	0	G	07.05	17.10		-		
 * indicates mandatory fields 	700854	25/4/2016	0	G	08.00	17.10				
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OD/Time Loss* OD INTIMATION	700854	2/3/2016	0	G	07.20	17.20				
Date* 11/05/2016	700854	1/3/2016	0	G	07.00	07.56				
Shift Code* G	700854	26/2/2016	0	G	07.00	07.57				
From Time* 07.00	700854	19/2/2016	0	G	07.00	07.58				
To Time* 17.10	700854	17/2/2016	т	G	07.00	07.58				
Reason* any reason	700854	16/2/2016	T	G	07.20	07.59				
ctual Punched Time	700854	3/2/2016	0	G	07.00	07.58				
OD/TimeLoss History Detail	700854	28/1/2016	0	G	08.22	11.45	social work at ahmedabad	•		
kflow operations.	No. of OI) in Caland	er Yea	r:13						
Forward Recommend Approve Reject Submit Exit										

Approval History of OD/Timeloss type (OD Intimation)

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ist of On D	uty Req	uisitions	Recom	nended/San	ctione	d									
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SANTOSHKUMAR			10/5/2016	OD INTIMATION		17.10		New	DOCINO	Approved	With	S D DEVCHAKKE	UT I	U	-
SANTOSHKUMAR	700854	223	9/5/2016	OD INTIMATION	07.01	17.20		Cancellation		Accepted		S D DEVCHAKKE			- Document entered at Sr
SANTOSHKUMAR	700854	221	9/5/2016	OD INTIMATION	07.00	17.10		Cancellation		Accepted		S D DEVCHAKKE			- Document entered at Sr
SANTOSHKUMAR	700854	219	9/5/2016	ONDUTY	07.00	07.57	07.58-17.14	New		Accepted		S D DEVCHAKKE			- Document entered at Si
SANTOSHKUMAR	700854	210	29/4/2016	OD INTIMATION	07.20	17.25	1	Cancellation		Accepted		S D DEVCHAKKE			- Document entered at Si
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Acceptance History of OD/TimeLoss Type (Od Intimation)

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SNo	Date	Type of OD/TimeLoss	From Time	To Time	Actual Punched Time	Personal No	Name	Unit	Department	Туре	Recommend By	Sanction By	Status	
225	11/5/2016	OD INTIMATION	7	17.1		700854	SANTOSHKUMAR VIS	Kalol	MAINTENANCE	New		S D DEVCHAKKE	Approved	*
215	1/1/2016	ONDUTY	7.5	8	08.01-17.10	104046	K RAVEENDRAN	Kalol	I.T. SERVICES	New		HASMUKH P PAT	Approved	
	1/5/2016	OD INTIMATION	7.1	17.2		109940	HARISH SAINI	Kalol	I.T. SERVICES	New		HASMUKH P PAT	Approved	
212		OD INTIMATION	7.2	17.2		700854	SANTOSHKUMAR VIS	Kalol	MAINTENANCE	New		S D DEVCHAKKE	Approved	
212 202	30/4/2016		-		0.07.47.40	100040	HARISH SAINI	Kalol	I.T. SERVICES	New		HASMUKH P PAT	Approved	
	30/4/2016 1/3/2016	FORGOT CARD	17.14	20.3	8.07-17.13	109940	Innion onini	Nuloi	111021112020	inch.		HAJPIONI P PATim	Approved	

Revised for OD/TimeLoss Type (Od Intimation)

			APPLICATION nar Vishnubhai								Wholly owned b Home Page
	Pers. No 700854 Grade U8		ame Santoshkum Vishnubhai T esig. IFFCO Traine	Thakor	Dept MAINTENANCE Section MECH.SERVICES		it Kalol it Kalol		lobile 906771 Email jtripath		
STORY O	F ON DUTY/TIME LOS	S									
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Confirmation message along with the sequence number of Od / TimeLoss (On duty) application is displayed

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Requisition can be cancelled only after it has been Accepted by Time Office.

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After Cancel Requisition to show Type is Cancel.

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